

COMPENSATION BOARD DOCKET #19/10

April 24, 2019

307-19-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/ SUPERINTENDENTS	April 20, 2019 - Officers request to transfer Vacancy Savings to Temporary/Office expense.		\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	307	Henrico County	4/13/2019	Vacancy Savings	Temporary	\$118,270.44	\$118,270.44
131	307	Northampton County	4/19/2019	Vacancy Savings	Office Exp	\$41,852.21	\$41,852.21
143	307	Pittsylvania County	3/25/2019	Vacancy Savings	Office Exp	\$204,872.68	\$204,872.68
155	307	Pulaski County	3/29/2019	Vacancy Savings	Office Exp	\$36,404.89	\$35,028.12
175	307	Southampton County	4/19/2019	Vacancy Savings	Temporary	\$32,551.24	\$32,551.24
475	307	Hampton Roads Reg Jail	4/17/2019	Vacancy Savings	Office Exp	\$47,228.96	\$47,228.96
480	307	New River Valley Reg Jail	4/16/2019	Vacancy Savings	Temporary	\$442,960.23	\$250,425.00
480	307	New River Valley Reg Jail	4/16/2019	Vacancy Savings	Office Exp	\$0.00	\$79,206.70
491	307	Southside Regional Jail	3/26/2019	Vacancy Savings	Office Exp	\$31,071.25	\$25,046.67
493	307	Middle River Reg Jail	4/18/2019	Vacancy Savings	Temporary	\$14,135.07	\$14,135.07
495	307	Meherrin River Regional Jail	4/17/2019	Vacancy Savings	Office Exp	\$84,769.04	\$84,679.04
496	307	RSW Regional Jail	4/17/2019	Vacancy Savings	Office Exp	\$78,255.15	\$78,255.15
650	307	Hampton City	4/10/2019	Vacancy Savings	Office Exp	\$410,586.35	\$202,004.01
710	307	Norfolk City	4/2/2019	Vacancy Savings	Temporary	\$204,292.26	\$149,316.56
					Total	\$1,747,249.77	\$1,362,871.85

307-19-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD	SHERIFF	April 20, 2019 - Officer requests to transfer Vacancy Savings from the following positions to Office Expense for the remainder of the Fiscal Year. The officer does not intend to fill these positions for the remainder of the Fiscal Year.	\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Pro-Rated for FY19
041	307	Chesterfield	4/22/2019	pos 00122	PMED	Office Exp	\$20,266	\$5,066.50
041	307	Chesterfield	4/22/2019	pos 00124	PMED	Office Exp	\$19,821	\$4,955.25
041	307	Chesterfield	4/22/2019	pos 00125	PMED	Office Exp	\$19,821	\$4,955.25
041	307	Chesterfield	4/22/2019	pos 00126	PMED	Office Exp	\$19,821	\$4,955.25
041	307	Chesterfield	4/22/2019	pos 00127	PMED	Office Exp	\$24,218	\$6,054.50
		Totals					\$103,947	\$25,987.75

RUSSELL	SHERIFF	April 4, 2019 - Officer requests to transfer Vacancy Savings from the following position to Temporary Funds for the remainder of the Fiscal Year. The officer does not intend to fill this position for the remainder of the Fiscal Year.	\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Pro-Rated for FY19
167	307	Russell	4/4/2019	pos 00009	L10	Temporary	\$44,423	\$11,105.75

307-19-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SHERIFFS WORKLOAD AUDIT COMMITTEE	SHERIFF	March 28, 2019 - Compensation Board staff followed up on Sheriffs' Workload for five (5) offices where clarification was needed and/or there were significant differences from the previous two years and no corrections were submitted to the workload committee. Four (4) offices responded with changes for calendar year 2018, one (1) Office had changes for calendar years 2016, 2017 and 2018. Norfolk City Sheriff's office began receiving Jury summons in November 2017, therefore this office does not have three full years of data to report but only calendar 2018. Compensation Board staff recommends using calendar 2018 only for the current year and using two years of data for the following year, until this office has collected three full years of data in order to use a three average.		\$0.00	The Compensation Board concurs with staff recommendations to update workload data for those officers noted and to use an average of jury summons notices only for those years for which full years of data are available for the City of Norfolk Sheriffs' office, and asks Compensation Board staff to update COIN with corrected data.

772-19-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	COMMONWEALTH'S ATTORNEY	April 5, 2019 - Officer requests to transfer Vacancy Savings in the amount of \$41,373.44 to Office Expense funds.		\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
740	772	Portsmouth City	4/5/19	Vacancy Savings	Office Expense	41,373.44	\$41,373

772-19-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE CITY	COMMONWEALTH'S ATTORNEY	<p>April 17, 2019 - Officer requests to transfer Vacancy Savings in the amount of \$24,427.92 to equipment to fund the following equipment items.</p> <p>The City of Roanoke agrees to fund the difference between the total cost and the stressed cost of the equipment.</p> <p>Officer states, all items do meet the Compensation Board minimum criteria for PCs and Laptops. Officer further states he understands that reimbursement for approved funds must be claimed for reimbursement no later than the May payroll and expense reimbursement process.</p>		\$0.00	<p>Approved as noted in the chart, per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.</p> <p>Equipment purchases must be requested for reimbursement no later than the May 2019 payroll and expense reimbursement request.</p>

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
770	Roanoke City	PC	5	\$676.00	\$3,380.00	5	\$676.00	\$3,380.00	\$2,910.18
770	Roanoke City	Laptop	7	\$897.40	\$6,281.80	7	\$897.40	\$6,281.80	\$5,408.63
770	Roanoke City	Docking Station	7	\$142.99	\$1,000.93	7	\$142.99	\$1,000.93	\$861.80
770	Roanoke City	Scanner	6	\$898.70	\$5,392.20	1	\$500.00	\$500.00	\$430.50
770	Roanoke City	Printer	2	\$99.00	\$198.00	2	\$99.00	\$198.00	\$170.48
770	Roanoke City	Color Printer	1	\$229.99	\$229.99	1	\$229.99	\$229.99	\$198.02
770	Roanoke City	Copier	1	\$3,450.00	\$3,450.00	1	\$3,450.00	\$3,450.00	\$2,970.45
770	Roanoke City	Shredder	1	\$4,495.00	\$4,495.00	1	\$700.00	\$700.00	\$602.70
	Roanoke City Total				\$24,427.92			\$15,740.72	\$13,552.76

772-19-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEY	<p>April 19, 2019 - Officers request exceptions to the Substitute Prosecutor 60-day, \$500 reimbursement policy.</p> <p>Expenses for travel for the case in Dickenson County exceeded the \$500 reimbursement level with the second occurrence of overnight travel. The substitute prosecutor is also seeking meal reimbursements at the state employee per diem rate in lieu of expense reimbursement for actual expenses, as receipts for meal expenses incurred are not available.</p> <p>Expenses for travel in the case in Gloucester County were submitted through incorrect channels in error, and were ultimately not received by the Compensation Board until after the 60-day reimbursement period.</p>		\$737.38	Approved as an exception to policy, based upon the specific circumstances stated by the officers.

FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
121	772	Montgomery County	Mary K. Pettitt	11/12/2018 to 1/25/2019	Special Grand Jury #2 in Dickenson County	\$717.66
073	772	Middlesex County	Michael T. Hurd	12/4/2018	Ian Wade Speas (Gloucester County)	\$19.72
		Totals				\$737.38

773-19-10: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AUGUSTA COUNTY	CIRCUIT COURT CLERK	<p>April 3, 2019 - Acting Officer requests additional Temporary Funding in the amount of \$10,898.25. This is equivalent to the current salary of position 00006, MAA in the amount of \$43,593 from April 1, 2019 to June 30, 2019. The election will be held on November 5, 2019.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00006, MAA is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.

773-19-10: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FREDERICK COUNTY	CIRCUIT COURT CLERK	<p>April 12, 2019 - Officer requests to transfer base Temporary Salaries funds in the amount of \$17,159 to fund salary increases to all permanent personnel associated with class/role changes and/or internal salary adjustments in accordance with Compensation Board policy, effective May 1, 2019.</p> <p>Staff notes this office has one (1) unfunded position.</p> <p>Officer acknowledges that due to budget reductions she currently has one unfunded authorized position; and understands that taking action to move base temporary funds to salaries of existing personnel may significantly reduce her options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p>		\$0.00	The Compensation Board approved a transfer of \$17,159 from base Temporary Salaries funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base Temporary funds budget in the current as well as subsequent fiscal years

FIPS	Office Code	Locality Name	Request Date	From Category	Current Temporary Base	New Temporary Base	Amount Requested	Pro-Rated for FY19
069	773	Frederick County	4/12/19	Temporary	\$45,562	\$62,721	\$17,159	\$2,859.83

771-19-10: COMMISSIONERS OF THE REVENUE

NONE.

774-19-10: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PITTSYLVANIA COUNTY	TREASURER	April 23, 2019 Officer requests to transfer accumulated Vacancy Savings in the amount of \$10,373.97 to Temporary Funds, and further requests to transfer the remaining annual salary of position 00004, budgeted at \$37,348 to Temporary Funds. The officer does not intend to fill the position for the remainder of the fiscal year.	\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
143	774	Pittsylvania	4/23/19	Vacancy Savings	Temporary Funds	\$10,373.97	\$10,373.97
143	774	Pittsylvania	4/23/19	Position 00004	Temporary Funds	\$9,336.60	\$9,336.60
		Totals				\$19,710.57	\$19,710.57

OTHER MATTERS

NEW BUSINESS:

			REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #19/09.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, May 22, 2019 at 10:00 a.m. and Wednesday, June 26, 2019 at 10:00 a.m.	N/A	Confirmed.
3.	FY20 FINAL BUDGET ALLOCATIONS & POLICIES	COMPENSATION BOARD	Staff presents final budget allocations and budget priorities and policies for FY20.	N/A	Approved.
4.	FY20 BUDGET APPROVAL LETTER	COMPENSATION BOARD	Staff presents budget approval letter to be sent to all constitutional officers for FY20.	N/A	Approved.
5.	FY20 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	<p>Staff suggests the following dates for FY20 scheduled meetings. Unless otherwise noted, all meetings are at 10:00 a.m. and are set for the 4th Wednesday of each month:</p> <ul style="list-style-type: none"> • July 31, 2019 (5th Wednesday) • August 28, 2019 • September 25, 2019 • October 23, 2019 • November 20, 2019 (3rd Wednesday) • December 18, 2019 (3rd Wednesday) • January 7, 2020 (Tuesday – 2:00 p.m.) (special meeting to discuss legislation) • January 22, 2020 • February 26, 2020 • March 25, 2020 • April 14, 2020 (Tuesday) (budget hearing) • April 29, 2020 (5th Wednesday) • May 27, 2020 • June 24, 2020 	N/A	Approved.

CLOSED MEETING
COMPENSATION BOARD DOCKET #19/10
April 24, 2019

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Tyrone Nelson. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: April 24, 2019
Time: 10:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Tyrone Nelson, Chairman (present)
Craig Burns, Ex Officio member (present)
Martha Mavredes, Ex Officio member (present)

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